

DeKalb Workforce Development

DeKalb Workforce Development (DWD) provides comprehensive workforce solutions to businesses and residents of DeKalb County by delivering unified employment and training services. Customer needs are implemented using our E³ Business Strategy - Education • Employment • Economic Development.

Job Seeker and Business Services



Workshops and Information Sessions Schedule

WIA Orientation— **Mon., Wed., Fri., at 8 a.m.**

ITA Intake Session— Tuesdays at 10 a.m.

Completing Online Applications
Thursday 10 a.m.—11 a.m.

Interviewing Workshop
Mon. 10 a.m.— 12p.m.;
Thur., 2 p.m.– 4 p.m.

Personal Branding Workshop
Tues., Wed., 10 a.m.– 12 p.m.

Networking Workshop
Mon., Tues., 2 p.m.– 4 p.m.

Resume Writing— Wed., Thur., Fri.,
10 a.m.— 12p.m. ; 2pm-4pm

Core Services

- Job Search Assistance
- Adult Workshops and Training Programs
- Adult Literacy and GED Programs
- Mature Workers Program
- Veterans Assistance Program
- Computer Lab with Internet
- Fax, Phone and Copy Machine
- Resume Writing and Interviewing Tips

Intensive Services

- Reading, Math and Skill Assessments
- Vocational Training
- Case Management and Follow Up
- Individual Counseling and Career Planning
- Occupational Skills Training
- Subsidized Work Experience
- Retention Services

Business Services

- Recruitment Services
- Customized Job Fairs
- Project Management
- Free Job Postings
- Industry Market Data

Youth Services

- Summer Work Experience
- Year Round Youth Program
- GED/High School Remediation Assistance



DeKalb Workforce Development
Where Workforce Comes Together

320 Church Street

Decatur, Georgia 30030

(404) 687-3400 Phone

(404)687-3443 Fax

www.dekalbworkforce.org



January 2011 – Workshop Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Interviewing 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	4 Personal Branding 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	5 Personal Branding 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	6 Resume Writing 10:00AM – 12:00PM Interviewing 2:00PM – 4:00PM	7 Resume Writing 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	8
9	10 Interviewing 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	11 Personal Branding 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	12 Personal Branding 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	13 Resume Writing 10:00AM – 12:00PM Interviewing 2:00PM – 4:00PM	14 Resume Writing 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	15
16	17 MARTIN LUTHER. KING, JR. BIRTHDAY Office Closed	18 Personal Branding 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	19 Personal Branding 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	20 Resume Writing 10:00AM – 12:00PM Interviewing 2:00PM – 4:00PM	21 Resume Writing 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	22
23	24 Interviewing 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	25 Personal Branding 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	26 Personal Branding 10:00AM – 12:00PM Networking 2:00PM – 4:00PM	27 Resume Writing 10:00AM – 12:00PM Interviewing 2:00PM – 4:00PM	28 Resume Writing 10:00AM – 12:00PM Resume Writing 2:00PM – 4:00PM	29
30	31 Interviewing 10:00AM – 12:00PM Networking 2:00PM – 4:00PM					

Eligibility Requirements and Checklist

Use this form to determine eligibility for WIA Services

Under WIA, who are Dislocated Workers, Displaced Homemakers, and Adults?

Dislocated Workers are individuals with significant attachment to the workforce but have lost their employment or income from employment for one or more of the following circumstances:

- Has been laid off and received a Separation Notice **and** is eligible for **or** has exhausted U.I. or is not eligible for U.I due to insufficient earnings or having performed work for non-covered employer, but has been employed for duration to show attachment to the workforce (6 months) **and** is unlikely to return previous occupation without additional services or training
- Is employed at a facility at which the employer has made a general announcement that such facility will close within 180 days
- Previously self-employed and unemployed due to natural disaster or general economic conditions
- After layoff, have become reemployed in an income maintenance position and meets the definition of a currently employed dislocated worker

Currently employed dislocated workers may be determined eligible for services if the customer's current employment meets all of the following conditions:

The individual is currently making 85% of former wages, and/or is in employment that uses significantly less skills or abilities than the job of dislocation, **and** The individual's current employment and job of dislocation is not in a field or occupation that is generally known for short term or contract work. In these instances, customers may be assessed for program eligibility at the time they are no longer working.

Displaced Homemakers (male or female)

- An individual who has been providing unpaid services to family members in the home and who
- Has been dependant on the income of another family member but is no longer supported by that income and is unemployed or underemployed and is experiencing difficulty in obtaining or upgrading employment (may include spouses of dislocated workers)

Adults are individuals age 18 and older who may be eligible based on family size and income.



DeKalb Workforce Development

Where Workforce Comes Together

Name: _____

Address: _____

Phone Number: () _____ - _____ Alternate #: () _____ - _____

Email Address: _____

***Please attend an Intake Session once you complete your paperwork. Call 404-687-3400 to schedule an appointment. (BY APPOINTMENT ONLY)**

Initial each item you have	INTAKE CHECKLIST
	A copy of this check list is the first item in the packet then the Veterans Priority of Service
	Cover letter and Resume (Be sure to include email address on Resume)
	Training Interest Questionnaire (Be sure page 3 includes the salary, dates and reason(s) for leaving and be sure on page 6 both places are signed)
	Social Security Card AND Georgia ID or Georgia Driver's License OR ALIEN Card OR Passport
	Proof of Residence (Bill, Lease, Recent Mail, Letter from person residing with)
	Family Income Verification --- proof of income for the past six months can be any of the following: <ul style="list-style-type: none"> • Most recent check stubs, Social Security Benefits, TANF, Food-stamps, letter from person providing support if no income • Unemployment Insurance (UI) Examiner Letter or Separation Notice for Dislocated Workers (Involuntary Lay-off or company closure) • Notice of layoff or separation notice (Layoff due to no fault of the customer) • (Displaced Homemakers: Bring copies of layoff of spouse)
	Employer Target List --- List 10 of the most current employment/employer opportunities you have recently applied for. Sample search engines are: www.careerbuilder.com , www.hotjobs.com , www.aicjobs.com , www.indeed.com ; www.thejobsite.org
	Selective Service --- for all males born after January 1, 1960 must be registered. Visit www.sss.gov to print off verification or a copy of your DD214
	ITA/ Fast Track Application completed in full with all research and job ads attached. Do not attach single newspaper cut outs – print off detailed job ads from the INTERNET. Is your training in Demand? See DeKalb Workforce Development's <u>Demand Occupation List</u> (This is a sample list only)
	Overview of the industry---5 ads for companies with current openings in your training field of interest (include requirements, be sure you will meet the requirements of each ad after training.) In addition to the 5 ads you must attach the labor market research. This information tells us about the industry you are interested in. Things like wages now and in the future; if it's an in demand occupation now and in the future; what the job duties are, skills required, etc. (do not confuse this with the employer target list)
	Attach the printouts from the three schools you have selected from the approved website listed here (www.gcic.edu/gawia) The first printout should be the contact information per school then the actual program information per school. You should have 2 pages per school/ total of 6 pages when done
	O*NET Interest Profiler – Visit www.gcic.peachnet.edu –User ID is dekalbwdd and password is gcis1557---print off the summary page at the end of the survey
	TABE Test Results (TABE test is required-schools cannot waive this test) M-W-F at 8:45am –please take it prior to coming to the Intake Session. For practice, you can Google sample reading and math worksheets on decimals, fractions, word problems and reading comprehension.)
	Financial Aid Verification (www.fafsa.ed.gov)
	7 year MVR for truck drivers only
	Acceptance letter
	Program Ready Letter if attending a Technical School (Can not be provisional)



Demand Occupation List (Revised 5-09)

Red – Add/Change
Green – May need individual review

Occupations in Administrative Specialization

Accountants & Auditors
Administrative Assistants

Occupations in Clerical & Sales

Accounting/Auditing Clerks
Customer Service Representatives
Customer Support Specialist/Help Desk
General Office Clerks
Reception/Information Clerks
Secretaries (Incl. Legal and Medical)

Occupations in Education

Education Administrators - Elem. & Secondary
Teacher Aides, Paraprofessionals
Teachers - /Elementary/Secondary/Special Education/
STEM subject matter

Occupations in Energy

Automated Manufacturing Technology
Biomedical Engineer
Bioscience Environmental Lab Technologists
Bioscience Regulatory Assurance Technologists
Certified Manufacturing Specialist
Electrical Line Worker
Electrical, Electronic and Communication Engineer
Environmental Engineer
Mechanical Engineering
Nuclear Engineer
Nuclear Medical Technology

Occupations in Information Technology/Engineering *

A+/Net+ Certification
Business/ Data Analyst
Cisco Certified Network Associate
Computer Engineers, Software, Systems
Computer Programmers/Application Developers
Computer Security Analysts/ **CompTia Security**
Computer Systems, Networks Administration
Database Administration (Oracle Financials)
Electrical & Electronics Engineering Technicians
Microsoft Office/Professional
Network/Data Analysts
Systems/ Information Managers

Occupations in Infrastructure

Certified Construction Worker
Certified Highway Worker
Civil Engineer
Electrical Control Systems
Electronics Engineer
Fabrication Technician (Welding)
Facilities Maintenance Worker
Heavy Equipment Operator
Heavy Equipment Service Technician
Homeland Security Specialist
Industrial Mechanical Systems
Microsoft Certified System Engineer
Oxyfuel Welding

Occupations in Medicine, Health and Life Sciences

Biological or Chemical Technicians
Dental Assistants
Electronic Medical Record
Emergency Medical Technicians
Health Information Technicians
Histologist/Medical Testing Lab Technician
Home Health Aides, Personal Care Aides
Medical & Clinical Laboratory Technicians
Medical Assistants
Medical Front Office
Medical Records Tech
Medical Transcriptionists
Nursing – CNA, PCT, LPN, RN
Pharmacy Tech
Physical Therapists
Radiological Technicians, Technologist
Regulatory Affairs
Research Technicians
Respiratory Therapists

Service Related Occupations

Cooks (Fast Food, Institution, Restaurant)
Janitors & Cleaners
Laborers, Landscape/Groundskeepers
Police/Sheriff Patrol Officers

Occupations in Structural Work ***

Carpenters
Construction (Highway/Road)
Electricians
HVAC Technician
Plumbers, Pipe fitters & Steamfitters
Welders & Cutters

Occupations in Transportation

Commercial Drivers License (CDL)
Forklift Operator, Certified
Truck Drivers /Delivery & Route
Truck Drivers/Tractor Trailer

Occupations in Green Technology/Industry ****

Biologist
Biomass Collection, Separation, and Sorting
Bus and Train Systems Operator
Business Management
Construction and Regulatory Assurance
Diesel Retrofit Installer
Economist
Environmental Biologist
Environmentalist
Forestry Conservation Worker
Geothermal Heat Pump Machinist
Greenhouse Technician
Hazardous Materials Removal Operator
Hydro-electric Operations Maintenance Worker
Information and Education
Landfill Gas Technician
Planners, Urban



Plumbing Service and Special System
Technical Marketing/Web Designer
Wastewater Treatment Plant Operator

Production, Assembly, Installation
Research & Development
Residential Energy Field Auditor
Water Purification Systems Service Technician

Occupations in Machine Trade

Automotive Mechanic/ Service Technicians
Diesel and Truck Mechanics
Maintenance/Machinery Mechanics
Industrial Maintenance
Machinists

Occupations in Management

General and Operations Managers
Entrepreneurial
Financial Managers
First line Supervisors, Managers
Logistics/Material Management
Management Analyst
Project Managers **
Six Sigma Black Belt**

- * Intermediate or higher level IT training requires previous IT related experience.
- ** Project Management Certification training requires previous full scale project management experience.
- *** Due to the continued slowdown in residential and commercial construction, occupational training in Structural Work will be reviewed individually. Construction projects related to ARRA activity will be monitored.
- **** Green Technology encompasses many occupational categories and may include but is not limited to: research, development and manufacturing of sustainable material/products, installation of eco-friendly and sustainable devises/systems, developing and producing alternative energy sources and products, recycling/reuse technologies. Skills Training involving "green" technology will be assessed and approved on an individual basis.

DeKalb Workforce Development (DWD) provides occupational skills training in occupations for industries that are stable or growing. Skills training will not be provided in declining industries. At present, skills' training is only provided for jobs and careers where hourly rates and salaries are paid. Training is not provided for careers or jobs with commissions and fees (this includes but is not limited to: real estate, cosmetology, massage therapy and nail technicians). Lists of additional sources of financial aid are available for clients who wish to pursue these careers.

This listing serves as a guide, and is not meant to be all-inclusive. There may be additional occupations in which demand occurs based on the job market or specific opportunities within the broad spectrum of occupations. DWD may provide training for a job where demand is limited, but current openings exist. Bona fide job offers may be required for training in limited demand areas.



Why be Georgia Work Ready Certified?

Work Ready Certification

Through Georgia Work Ready, job seekers, as well as workers currently employed in Georgia, can pursue a Work Ready Certificate to help them better market their skills to current and future employers. As part of the certification process, individuals complete an assessment that utilizes the nationally accredited WorkKeys® assessment system developed by ACT to measure their core skills and work habits. Participating individuals then receive a Work Ready Certificate – which carries the National Career Readiness Certificate seal – that indicates their level of work readiness based on their performance.

- ☐ **Core skills assessment** measures skills in applied mathematics, reading for information and locating information, three skills that are highly important to the majority of jobs in the workplace.
- ☐ **Work habits assessment** measures work-related attitudes and behaviors in areas that are trainable and coachable such as carefulness, cooperation, discipline and drive.

Work Ready Certification Benefits

Work Ready measures skills that employers consider essential to success on the job. Having a skills credential that is locally and nationally recognized facilitates job placement, retention and advancement. This assessment and certification process provides Georgians with an objective view of their talents and areas that need to be improved in order to maximize their chances of having a successful career. Other advantages include:

- ☐ Building confidence that personal skills meet the needs of local employers
- ☐ Ranking above other job applicants who have not demonstrated needed skills
- ☐ Developing a better understanding of employers' requirements for job performance
- ☐ Determining skill improvements and training opportunities
- ☐ Realizing opportunities for career advancement and promotions
- ☐ Demonstrating on a resume an understanding of the skills employers need

Access to Work Ready Connect

Work Ready Connect allows employers to post open positions, search for candidates and will provide recommended individuals who possess the right skills set for your job. By hiring workers ready to hit the ground running, you can increase productivity and reduce hiring and training costs.

Any Georgia employer that recognizes prefers or requires a Work Ready Certificate as part of its hiring criteria can create a customized company profile and post job listings on Work Ready Connect. The process is simple and takes only minutes to complete.

All the job seekers on Work Ready Connect have valid Work Ready Certificates that quantify their core job skills. You can match those skill levels to your Work Ready job profile or use Work Ready occupational profiles available at the Georgia Work Ready website www.gaworkready.org.

For more information

To learn more about the Georgia Work Ready certification process and view assessment schedules in your area, visit www.gaworkready.org or contact Alexis Yancey at 404-371-6254.



DeKalb Workforce Development
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Get Ready to go to Work!

DeKalb Workforce Development is now offering

Employment Readiness Workshops

In today's job market, companies hire the best candidate. The best candidate has the best resume, the best cover letter and the best interview skills. These power-filled workshops will show you how to get ahead of the game and rise above the rest.

Workshop Schedule:

Interviewing– Monday 10a.m.;Thursday 2p.m.

**Personal Branding-Tuesday and
Wednesday 10a.m.**

Networking- Monday and Tuesday 2pm.

**Resume Writing-Wednesday 2p.m.; Thursday and
Friday 10a.m.**

**Workshops will be held at DeKalb Workforce
Development.**



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An Equal Opportunity Employer/Program
A Veterans Priority of Service Program